



## Flying Teachers CELTA - Cambridge English Certificate in English Language Teaching to Adults (General information and application process)

- WHEN?** **Twenty** Tuesdays from 23 January to 10 July 2018.  
You will receive the course timetable with the exact dates on the first course day.  
There will be some Thursdays off due to bank and school holidays **but please remember that 100% attendance is expected.**
- WHERE?** Flying Teachers Training Centre, Zurich, Switzerland.
- WHAT TIME?** From 09:00 to approximately 17:00.
- FOR WHOM?** For people with little or no previous teaching experience who wish to acquire an internationally recognized certificate in English teaching. The course is also for people who have been teaching English without a qualification. Non-native trainees need to show that their level of language competence is equivalent to CEF C1 level.  
**Nowadays a lot is done through emailing, electronic documents and basic software. Some familiarity with word processing is required.**
- WITH WHOM?** Cristina Vieira and Anne Skulicz (Both are accredited University of Cambridge English CELTA trainers).
- PROGRAM:** Daily training course on modern English teaching methodology, including how to teach vocabulary, reading, listening, grammar, phonology, speaking and writing in a student-centred and communicative way. The course includes six hours of **assessed** teaching practice with real pre- and upper-intermediate adult students. During the course, trainees have to complete four written assignments.  
**The final grade is based on both the teaching practice grades and on the four assignments.**
- CERTIFICATE:** Upon successful completion of the course, you will receive a Cambridge English CELTA certificate, issued by Cambridge English. The qualification is valid for life.
- FEES:** **Special course fee for 2018: CHF 3.290,00**
- WHY FT?** Flying Teachers has been organizing CELTA courses since 2002 and we hire and have hired lots of English teachers through CELTA. **Please refer to the last page of this document to understand the Supervised Teaching Practice Programme.**
- More than 900 people have completed their CELTA course with us.
- The Teacher Training courses offered by Flying Teachers combine tutor experience, support and a structured approach which new teachers need in order to achieve the Cambridge English Teaching Awards. We have an excellent CELTA success rate, **but we expect you to follow the guidelines set forth by Cambridge English, which are highlighted throughout the course.** Our experience has shown us that successful trainees are organised, open to feedback and are able to plan and teach lessons following the guidelines received.
- The Flying Teachers CELTA course will prepare you for the job market in Switzerland from the first day of the course on.**



## The application process and pre-course work:

1: Please complete the enclosed application form by hand and send the original to Flying Teachers by post (address on the following page). It is always a good idea to keep a copy of the document because the original is kept by the school.

2: If the application and writing tasks are considered suitable, you will be invited to an information session/ group interview with your future course tutor and other potential trainees. The information session aims to provide you with essential information about CELTA and it also includes a one-to-one interview. In addition, it will give you the chance to see the school premises. We generally organise these sessions when we have **at least five applications** for a course. Telephone interviews are also possible, often via Skype.

3: If you and the course tutors consider that CELTA is the right course for you, **you will be asked to sign a course contract and you will receive an invoice that must be paid before the course start date**. It is only after these two procedures (contract and payment) that your participation in the course is confirmed. To prevent last minute changes, this is generally done two or three weeks before the course start date.

4: After this stage, cancellations and refunds will not be possible. Please read the course conditions you will find at the end of this document.

5: The pre-course preparation stage involves:

1. The completion of a pre-course booklet, which is sent to you electronically. The booklet is for self-study and you will use a key to correct the answers.
2. The pre-course mandatory reading is the book **Learning Teaching by Jim Scrivener**, 3rd Edition. MacMillan Books for Teachers.

6: The course is offered on a "first come, first served basis", but we recommend that you should send your completed application at least one month before the course start date.

7. Before you register for the course, please remember:

Former trainees highlight that they spend about six hours between sessions, planning lessons and researching language that they will need to clarify to learners. This amount of time between sessions needs to be taken into consideration by future trainees.

8. Last but not least: We have guided hundreds of trainees, from a variety of origins, ages and professional backgrounds in all these years, so come to Flying Teachers and make sure you will pass.

## Flying Teachers Cambridge C E L T A Course application form

Please send your completed application to to Flying Teachers Zurich- Cristina Vieira Oberholzer –  
 Universitaetstrasse 86 – 8006 – Zurich – CH)

**Course dates:** **Twenty** Tuesdays from 23 January to 10 July 2018.  
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 There will be some Thursdays off due to bank and school holidays **but please**  
**remember that 100% attendance is expected.**

### Part one: PERSONAL INFORMATION (PLEASE WRITE CLEARLY IN BLOCK CAPITALS)

|                    |  |
|--------------------|--|
| SURNAME Mr/Mrs/Ms  |  |
| FIRST NAME(S)      |  |
| DATE OF BIRTH      |  |
| PLACE OF BIRTH     |  |
| FIRST LANGUAGE     |  |
| ADDRESS            |  |
| TELEPHONE          |  |
| EMAIL              |  |
| PRESENT OCCUPATION |  |

### Part two: EDUCATION AND QUALIFICATIONS

|  |  |
|--|--|
| University Degree(s) (please state where you studied and give dates) |  |
| Other relevant qualifications (Teaching qualifications, for example) |  |

**Please attach a copy of your CV if you are interested in taking part in the Supervised Teaching Practice after your CELTA Course (More information on the last page of this document)**

**Part two: Language awareness tasks**

**Complete these tasks carefully. Your written language is one of the factors we consider when making a decision about your application.**

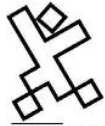
**These tasks are designed to help us assess your language awareness, as well as your ability to do language research before teaching.** Please feel free to use a grammar book like Essential Grammar in Use (Raymond Murphy, CUP) to help you answer the tasks below. By using the book, you will start practising using resources for language research, which is an essential part of your future job as a teacher.

**TASK 1 (Focus on Grammar)**

**Look at the verbs underlined in the following incorrect sentences. In each:**

- a) **Correct the mistake, using the same verb given**
- b) **Name the verb form**
- c) **Say what the meaning of the correct verb form is.**

|  |  |
|--|--|
| <b>example: I <u>read</u> a book at the moment</b> |  |
| a)   | Correction: <i>I'm reading a book at the moment</i>                |
| b)   | Tense: <i>Present continuous</i>                                   |
| c)   | Use: <i>Used here to describe an action happening now</i>          |
| <b>1.</b>  | <b>A: Where are you from?<br/>B: <u>I'm coming</u> from Egypt.</b> |
| a)   |  |
| b)   |  |
| c)   |  |
| <b>2.</b>  | <b>How are things? <u>I didn't see</u> you for ages.</b>           |
| a)   |  |
| b)   |  |
| c)   |  |
| <b>3.</b>  | <b><u>She's been</u> to the bank yesterday.</b>                    |
| a)   |  |
| b)   |  |
| c)   |  |



|    |   |
|----|---|
| 4  | <u>I waited</u> for the bus when the bomb exploded. |
| a) |   |
| b) |   |
| c) |   |

**TASK 2 (Grammar)**

Look at the following pieces of language. Attempt to describe the meaning of the word or words underlined **as if you are talking to a learner of English**, without repeating those underlined words. The first two have been done for you.

|  |   |
|--|---|
| He <u>used to</u> go to the park every Saturday. | <i>In the past, years ago, he went to the park on Saturday, regularly. Not just one time, but many times. He probably doesn't go anymore.</i> |
| I <u>had</u> my television <u>repaired</u> .     |   |
| You <u>don't have to</u> wear a crash helmet.    |   |
| He <u>should have</u> finished this by now.      |   |

**TASK 3 (Focus on vocabulary and phonology)**

Describe here how you would convey the meaning of the following words to a group of intermediate learners (do not give a dictionary definition or translations). Use a dictionary to identify the word stress:\*

| <b><u>Lexical item</u></b> | <b><u>How the meaning will be shown</u></b>   | <b><u>Word stress</u></b>                      |
|----------------------------|---|--|
| shoplift                   | Teacher uses a picture, from google, for example, to elicit word from students:<br>The man took something from the shop without paying. So he ...<br>Class: shoplifted<br>T asks: Is this a crime?<br>Class: Yes, it is.<br>T asks: is about big or small things?<br>Class: Small things. | Stress on the first syllable as in /'ʃɒp.lɪft/ |
| boiling                    |   |  |
| reliable                   |   |  |
| satisfying                 |   |  |
| satisfactory               |   |  |

**\*You can use the back of the page for answers.**

**TASK 4 (Functions)**

Pieces of language can be categorised grammatically, but also according to the job they do, i.e. functionally. What are the functions of the language items of the left? The first has been done for you.

|                                    |          |
|------------------------------------|----------|
| Would you like a whisky?           | An offer |
| I wish I hadn't missed that train! |          |
| You really ought to see a doctor.  |          |
| Do you mind if I open the window?  |          |

**Part three: Writing task**

**CELTA  
Writing Task (400 words)**

**This task must be handwritten and include the word count.**

**Please write a formal letter to the assessor of the course detailing:**

- The reasons why you would make an effective ELT (English Language Teacher). Please include any past teaching experience, any non-related teaching experience and outside experience which may be relevant to your application (**about 200 words**).
- The reasons for and feelings about taking the course, including:
  - What you expect from the course
  - What you do not want the course to deal with...
  - What you think you might be good at
  - What worries you have
  - Your plans after the course (**about 200 words**)



### **CELTA Course Conditions**

- Applications must be turned in at least one month prior to the course start date.
- All applications will be reviewed and you will be asked to attend an interview if your application meets the criteria. After the interview/Information session, you will be asked to pay for the course (CHF 3'290).
- **CANCELLATION.** You may cancel your application up to one month prior to the course start date without loss on your part. Cancellations made within 2 weeks of the course start date will result in payment of 100% of costs.
- In the event that you do not complete the course or pass the course, we are in **no** position to refund your payment.

### **Celta cancellation policy or Withdrawal during course**

The full amount of SFR 3,350 is due one month prior to the course and cancellations will not be accepted without penalty after this time.

#### **ILLNESS**

1. If you become ill within one month of the course start date or during the course and cancel, you must provide the Flying Teachers with a doctor's certificate ( from a "neutrale Vertrauensperson" ). The Flying Teachers will charge an administration fee for your cancellation as follows:
  - CHF 1'000 within 4 weeks of course start
  - CHF 1'500 within 2 weeks of course start
  - CHF 3'290 within 1 week of course start or during course
2. In the event you would like to join a future course with the Flying Teachers, you must re-apply for the course and re-interview, as well as provide a doctor's note stating your condition has improved. This doctor's note must be from a neutral doctor (neutrale Vertrauenspersone). We will provide you with a list of doctors in this situation. The Flying Teachers reserves the right to deny you for a future course, and you will not be given priority for a future course.
3. In the event that you join a second course and fall ill again, we reserve the right to deny you the opportunity to reapply without refund.

#### **OTHERS**

1. If you must cancel your participation within one month prior to the course start date, the Flying Teachers will charge you a penalty as follows:
  - CHF 1'000 within 4 weeks of course start
  - CHF 1'500 within 2 weeks of course start
  - CHF 3'290 within 1 week of course start or during course
2. **Cancellation during the course will result in no refund.** No refunds will be given if you do not complete or pass the course.
3. I understand that I will not pass the course if I do not attend it on a daily basis and meet all the requirements as set forth by Cambridge ESOL.

I have read and I accept the Flying Teachers **CELTA Course Conditions** and **CELTA Cancellation Policy or Withdrawal during Course** as stated above.

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Signature

Date

Place





### **Supervised Teaching Practice (STF) at Flying Teachers Zurich and Bern**

- The programme is only available for teachers who have done CELTA with Flying Teachers.
- In order for us to offer Supervised Teaching Practice, we need to have students for the programme and we might not be able to offer the courses on a monthly basis.
- **We always contact the CELTA tutors for feedback on the candidate's suitability for Supervised Teaching Practice.**
- We have been offering the Supervised Teaching Practice for newly CELTA graduates since 2003. The aim of the programme is to provide the Flying Teachers CELTA graduates with an opportunity to acquire a minimum of 80 teaching hours in a supported environment. The trainees teach groups of adult learners, using a coursebook and following detailed course programmes prepared by the Flying Teachers Teacher Training Department.
- The lessons are generally in the morning or in the evening, for about two hours, from Monday to Friday for a month.
- The teachers get paid for taking part in this teacher training programme.
- The teachers receive a detailed certificate of participation in the programme (Arbeitszeugnis) describing what they have done during the month. Participating in STP does not mean that the candidate will be hired by Flying Teachers.
- Our Quality Management Department and class observations will enable us to assess the success of the programme and the suitability of the new teacher to become a Flying Teacher. Based on that, the teacher might immediately become a member of our staff. This means that the teacher will have access to our intranet, being able to apply for the teaching positions we advertise on a daily basis. Our statistics show that we offer part-time teaching positions to 80% of the people who take part in the STF.